

Central Stores

DESCRIPTION OF MAJOR SERVICES

Central Stores stocks, supplies, and delivers stationery, forms, janitorial, and other high volume miscellaneous items for county departments and other local government agencies at the lowest cost and in a timely manner. Central Stores also orders, stocks, and delivers to Arrowhead Regional Medical Center (ARMC) all its medical forms. Central Stores also maintains the surplus property pool. The division strives to accurately inventory and fairly distribute surplus property to interested county departments, community-based organizations, and the general public.

The Purchasing Department's Central Stores Division budget unit is an internal service fund (ISF). As an ISF, any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used for working capital or replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

BUDGET AND WORKLOAD HISTORY

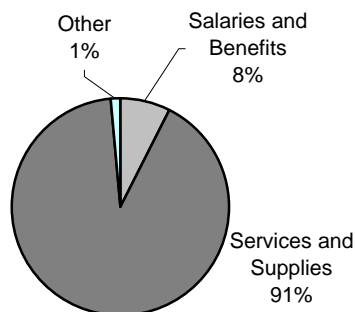
	Actual 2003-04	Budget 2004-05	Estimate 2004-05	Proposed 2005-06
Appropriation	8,013,104	7,271,067	8,103,043	8,317,434
Departmental Revenue	7,703,050	7,444,140	8,354,039	8,556,571
Revenue Over/(Under) Expense	(310,054)	173,073	250,996	239,137
Budgeted Staffing		12.0		13.0
Fixed Assets	-	-	-	10,000
Unrestricted Net Assets Available at Year End	107,208		358,204	

Workload Indicators

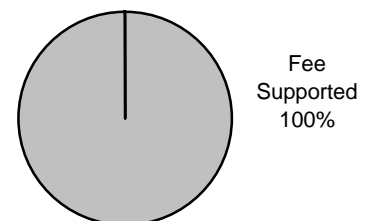
Work Orders	31,269	30,600	34,997	-
Online Orders	-	-	-	15,060
Special Orders	-	-	-	7,151
Stock Orders	-	-	-	13,640
Warehouse/Stores Sales	7,810,013	7,400,000	7,876,973	8,018,759
Medical Form Units	-	-	-	37,224

In 2005-06, the addition of 1.0 Clerk II is requested to work in the Central Stores business office primarily to provide support for the Arrowhead Regional Medical Center (ARMC) Forms Program.

2005-06 BREAKDOWN BY EXPENDITURE AUTHORITY

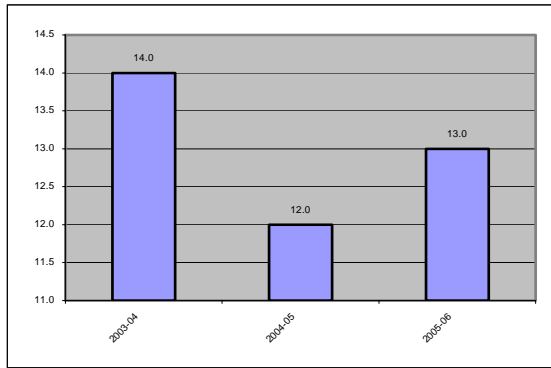
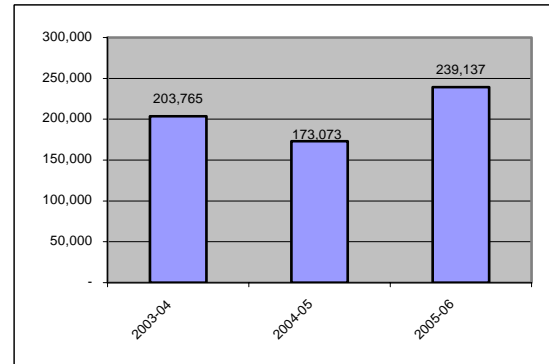


2005-06 BREAKDOWN BY FINANCING SOURCE



NOTE: This budget is expected to increase unrestricted net assets by \$229,137.



2005-06 STAFFING TREND CHART**2005-06 REVENUE OVER/(UNDER) TREND CHART**

GROUP: Internal Services
DEPARTMENT: Purchasing
FUND: Central Stores

BUDGET UNIT: IAV PUR
FUNCTION: General
ACTIVITY: Central Stores

ANALYSIS OF 2005-06 BUDGET

	A	B	C	D	B+C+D E	F Department Recommended Funded Adjustments (Schedule A)	E+F G
	2004-05 Year-End Estimates	2004-05 Final Budget	Cost to Maintain Current Program Services	Board Approved Adjustments	Board Approved Base Budget		2005-06 Proposed Budget
Appropriation							
Salaries and Benefits	510,693	541,698	41,578	-	583,276	48,652	631,928
Services and Supplies	7,464,556	6,609,486	(23,163)	-	6,586,323	957,046	7,543,369
Central Computer	14,000	10,724	5,064	-	15,788	-	15,788
Transfers	109,159	109,159	-	-	109,159	12,555	121,714
Total Appropriation	8,098,408	7,271,067	23,479	-	7,294,546	1,018,253	8,312,799
Depreciation	4,635	-	-	-	-	4,635	4,635
Total Requirements	8,103,043	7,271,067	23,479	-	7,294,546	1,022,888	8,317,434
Departmental Revenue							
Current Services	8,354,039	7,444,140	-	-	7,444,140	1,112,431	8,556,571
Total Revenue	8,354,039	7,444,140	-	-	7,444,140	1,112,431	8,556,571
Rev Over/(Under) Exp	250,996	173,073	(23,479)	-	149,594	89,543	239,137
Budgeted Staffing		12.0	-	-	12.0	1.0	13.0
Fixed Asset							
Equipment	-	-	-	-	-	10,000	10,000
Total Fixed Assets	-	-	-	-	-	10,000	10,000

In 2005-06, the department will incur increased costs in retirement, workers compensation, central computer charges and inflationary services and supplies purchases, and will incur decreased costs in risk management insurance. These costs are reflected in the Cost to Maintain Current Program Services column.

In 2005-06, unrestricted net assets are expected to increase by approximately \$230,000 from \$107,000 to \$337,000. Per the June 30, 2004 Report of Operations prepared by the Auditor/Controller-Recorder, the working capital requirement for this fund is \$1.3 million. It is expected that Central Stores rates will remain unchanged through 2007-08 in order to meet its plan of fully funding its working capital reserve by June 30, 2008.



DEPARTMENT: Purchasing
 FUND: Central Stores
 BUDGET UNIT: IAV PUR

SCHEDULE A

DEPARTMENT RECOMMENDED FUNDED ADJUSTMENTS

Brief Description of Program Adjustment		Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1.	Salaries and benefits Addition of 1.0 Clerk II to work in the Central Stores business office for the ARMC Forms Program.	1.0	48,652	-	(48,652)
2.	Services and Supplies Increase in purchase of materials as well as courier & printing services due to anticipated increase in work orders and the printing of ARMC's medical form packages.	-	957,046	-	(957,046)
3.	Transfers Increase due to increase in administrative fees sent to Purchasing for services rendered by Purchasing administrative staff.	-	12,555	-	(12,555)
4.	Depreciation Increase due to value of equipment.	-	4,635	-	(4,635)
5.	Current services Revenue is expected to increase due to an anticipated increase in the number of work orders placed by departments. In addition, revenue is expected to increase due to the ARMC Forms Program.	-	-	1,112,431	1,112,431
Total		1.0	1,022,888	1,112,431	89,543

DEPARTMENT RECOMMENDED CHANGES IN FIXED ASSETS

Brief Description of Change		Appropriation
1.	Equipment Increase to purchase two power pallet jacks to be used in the warehouse to transport large pallet orders.	10,000
Total		10,000

